

SECRET

DD/S 62-3808

Approved For Release 2004/02/03 : CIA-RDP64B00346R000300120005-5 1734

31 JUL 1962

MEMORANDUM FOR: Director of Logistics

SUBJECT : Referral of Incoming Telephone Calls

REFERENCE : Memo to DCI fr DD/S dtd 7 July 1961, same subject

Instructions to telephone operators contained in the referenced memorandum are corrected and modified as follows:

<u>Type of Call</u>	<u>Refer to</u>
a. Calls dealing with Agency public relations (US and foreign)	Office of the DCI Colonel Stanley J. Grogan Extension <input type="text"/>
b. Calls from Congressmen or members of their staffs	Office of General Counsel Legislative Counsel Mr. John S. Warner or <input type="text"/>
c. Calls regarding security matters	Office of Security Building Security Branch Extension <input type="text"/> (day or night)
d. Calls regarding the new building	Office of Logistics Building Planning Staff <input type="text"/>
e. Calls not covered in a. through d. above:	
(1) Originating within the United States	
(a) Within the U. S. Government	Office of Central Reference Liaison Staff Extension <input type="text"/>

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**(b) Outside the U. S. Government**

**Office of Security**

Extension

25X1  
25X1

**(2) Originating outside the United States**

**Office of Security**

Extension

25X1  
25X1

**(3) Calls of these types received outside regular working hours should be handled according to established practices for referral of "after hours" calls; i. e., the operator should ring the appropriate "working hours" extension. If that extension does not answer within 30 seconds, the operator should then refer the call to the CIA Watch Officer, extension  Security calls should be referred to extension  at all times.**

25X1  
25X1

**f. Calls from individuals**

**Office of the DCI**

25X1

/S/  
**H. Gates Lloyd**  
**Acting Deputy Director**  
**(Support)**

**Distribution:**

**Orig & 1 - D/Log**

**1 - Ex. Dir.**

**1 - Asst to DCI**

**1 - Asst to DCI (Grogan)**

**✓ 1 - OGC**

**2 - OCR/LS**

**2 - OS**

**1 - OL/RECD**

**1 - OL/RECD/Tel Sec**

**1 - DDS Chrono**

**1 - DDS Subject**

25X1